



MENDOZA COLLEGE
OF BUSINESS

MSM New Student Orientation

Academic Excellence

June 19, 2019



Academic Calendar

- Important Dates to remember
 - Summer semester: June 17 – August 16
 - **Fall semester: August 26 – December 17**
 - Module 1: August 26 – October 8
 - Study Day – October 9
 - Mod 1 Final Exams – October 10 & 11 (Thursday & Friday)
 - **Interterm: October 14 - 16**
 - **Fall Break: October 18 – 27**
 - Module 2: October 28 – December 12
 - **Study Day – December 13**
 - **Mod 2 & full semester Final Exams: December 16 & 17 (Monday & Tuesday)**



Academic Calendar

- Important Dates to remember (continued)
 - **Spring semester: January 13 – May 5**
 - Module 3: January 13 – February 25
 - Study Day – February 26
 - Mod 3 Final Exams – February 27 & 28 (Thursday & Friday)
 - **Interterm: March 2 – 5**
 - **Spring Break: March 6 – March 15**
 - Module 4: March 16 – April 29
 - **Study Days – April 30 & May 1**
 - **Mod 4 & full semester Final Exams: May 4 & 5 (Monday & Tuesday)**



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Summer

- Summer can be particularly intense
- Review calendar – multiple classes with different schedules
 - First 6 weeks primarily Monday – Thursday, Rm 133
 - Accounting – 5 weeks with final on Friday, July 26
 - Stats and Management – 6 weeks, final on last class day
 - Analytics – Monday – Friday, 2 weeks (fall course)
 - Bridge to Success – note varying schedule
- Focus on getting a good start
- Utilize Fridays wisely!



Learning Teams

- Summer faculty may use teams for group work
- Great support for studying and questions
- Opportunity to learn more about yourself and to develop new skills
 - Working and communicating with others
 - Setting expectations/accountability
 - Providing and receiving feedback
- Alice Obermiller great resource to address questions and concerns about team dynamics



Attendance Expectations

- You are expected to be in class!
- Beginning and ending of each mod/semester especially important
 - Plan travel accordingly
 - No early exams
- Expected to complete all three days of interterm



Academic Resources

- Academic Accommodations – Sara Bea Center
 - Scott Howland, Coordinator
- LinkedIn Learning – free access
- Center for Study of Languages & Culture
 - English and other languages tutoring/workshops/courses
- Fanning Center for Business Communication



Interterm

- Applied learning opportunity
- Held week 8 of fall and spring semesters
- Required in fall and spring (unless participating in an International Immersion trip in spring)
- 3 full days (Monday – Wednesday)
- 1 credit hour
- More information in early fall



International Immersions

- March 2020: Interterm Week and Spring Break Week
- 2019 Options: China, Chile/Argentina, or South Africa (Beijing/Shanghai, Santiago/Buenos Aires, or Johannesburg/Cape Town)
- \$1,700 administrative fee
- What is covered by administrative fee: hotel, intracontinental travel, some meals, and bus transfers
- What is not covered: flights to/from countries, extra activities



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Questions?





Mark Your Calendars

- Commencement
 - Saturday, May 16, 2020 at 10:00 am
- Graduation Requirements:
 - Minimum of 38 credits
 - Cumulative GPA of 3.0
- Maintain academic good standing throughout program



GBP Academic Code

- Section 5.3.1 In Good Standing

“To maintain academic good standing, a business graduate student must achieve a cumulative G.P.A. of at least 3.000 in every semester.”

- Section 5.4.2 Other Dismissals

“The University may dismiss any student whose health status or general conduct may be judged, in the sole discretion of the University, as clearly detrimental to the best interests of either the student or the University community. The University may also dismiss students for disciplinary reasons as set forth in du Lac: A Guide to Student Life at <http://dulac.nd.edu>, and for violations of the Mendoza College of Business Graduate Academic Code of Honor. Academic, financial, or other consequences depend upon the stipulated effective date of dismissal.”



Academic Integrity and Honor Code

- Why Is There an Honor Code?
 - Both students and faculty share in the responsibility for cultivating a learning environment.
- Honor Code Pledge
 - Every Notre Dame graduate business student is expected to make the ethical and moral commitment to act honestly and to not tolerate academic dishonesty on the part of other students.



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In Your Own Work

- All submitted work must be your own —no matter how small or insignificant the assignment, whether it is graded or ungraded, a draft or a final version

In Working with Other Students

- Collaborative study that has been explicitly forbidden by your instructor is also forbidden by the Honor Code
- Be mindful about sharing information, especially between groups or during a take home exam

What is Your Responsibility

- Be sure to learn from each of your instructors how the Honor Code applies specifically to that course; clarify any questions you have about individual and group work
- When in doubt--ASK



Honor Code Violations

- Plagiarism - Submitting without citation work that incorporates someone else's ideas; for example:
 - Sentences copied from a book, article, essay, website, or newspaper, whether or not the material in question is copyrighted
 - Information copied from another student's paper, notebook, or exam
 - Statements paraphrased from written or printed media material, including websites
 - Ideas lifted from books, essays, and websites
- Cite all sources!



Other Honor Code Violations

- Giving or receiving unauthorized aid on an exam or quiz
- Falsifying data of any kind
- Giving a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence
- Turning in the same work for two or more courses without the explicit approval of all of the instructors involved
- Failing to take responsible action upon witnessing or becoming aware of an Honor Code violation



If you witness an Honor Code violation (or suspect a violation has occurred)

- Consider talking with the suspected student(s)
- If the student admits responsibility, urge the student to report him/herself to the instructor
- If you are not comfortable confronting the student, you may choose to discuss the observed action(s) with the instructor, not naming those involved, and determine if the act merits action
- Report the specific act of alleged academic dishonesty to the instructor



What would you do?

- Please discuss in groups the following situations
 - Situation 1
 - Situation 2
 - Situation 3
 - Situation 4



What would you do?

Scenario #1

You are taking a final exam, which is being proctored by a member of the Student Services team because the professor is out of town. The professor gave instructions to the class that no cell phones or laptops should be used during the exam. You are sitting near the back of the classroom and notice that a classmate is using his cell phone. The Student Services proctor does not notice this. Is this an Honor Code violation? What do you do?



What would you do?

Scenario #2

You are watching a team of classmates give a final presentation for a finance class. On one of the slides presented, you notice that a data chart matches one you have seen on the internet. However, no citation or reference is made about the data chart, either verbally or on the slide. Is this an Honor Code violation? What do you do?



What would you do?

Scenario #3

A business analytics course has two sections on Mondays and Wednesdays: one at 8:00 a.m. and one at 10:00 a.m. You are registered in the 8:00 a.m. section and have just completed the midterm exam. Leaving the classroom, you overhear a classmate from the 8:00 a.m. section sharing details of the exam with a classmate in the 10:00 a.m. section. Is this an Honor Code violation? What do you do?



What would you do?

Scenario #4

You and a classmate—who is also a good friend—are both taking an ethics elective together. The classmate has asked to take the course's final exam a day early and the professor has granted this exception. You later learn that the real reason for the request is so that the student can attend a concert out of town on the day of the exam, but this was not the reason given to the professor. Is this an honor code violation?

What do you do?



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Honor Code Pledge

- **The Graduate Business Honor Code Pledge**

“The MCOB graduate business students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenge posed by the world, agree to accept the responsibilities for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, and to abide by the principles and procedures in this Honor Code.”

- Read and review the Honor Code in entirety



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Summary

- Review calendars and summer class schedule
- Summer can be intense – get off to good start
- Utilize learning teams and academic resources
- Address concerns and challenges early
- Read academic and honor codes in entirety
- Plan your ND experience & enjoy the journey



Tips for Success

- Set good work and study habits – summer important
- Be on time and be prepared – build a positive reputation
- Work closely with your career coach
- Focus on learning and not just grades
- Have an open mind and get out of your comfort zone
- Learning teams and community of support and resources
- If you have a question, just ask



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